



POSITION DESCRIPTION

POSITION TITLE : Web Developer/ K6004

DEPARTMENT : HR Group

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO : Group HR Manager

POSITIONS SUPERVISED : Nil

POSITION PURPOSE

To be fully responsible for the layout, visual appearance and usability of the company website, ensuring that Brand continuity is maintained.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Design, build and maintain web sites, using authoring or scripting languages, content creation tools, management tools, and digital media in a timely manner.
- Confer with management or development teams to prioritize needs, resolve conflicts, develop content criteria, or choose solutions.
- Back up files from web sites to local directories for instant recovery in case of problems.
- Identify problems uncovered by testing or customer feedback, and correct problems in a timely manner to limit loss of service.
- Evaluate code to ensure that it is valid, is properly structured, meets industry standards and is compatible with browsers, devices, or operating systems.
- Maintain understanding of current web technologies or programming practices.
- Analyze user needs to determine technical requirements.
- Develop or validate test routines and schedules to ensure that test cases mimic external interfaces and address all browser and device types.
- Determine sources of web page or server problems, and take action to correct such problems.
- Monitor systems for intrusions or denial of service attacks, and report security breaches to management.
- Implement web site security measures, such as firewalls or message encryption.
- Administer internet/intranet infrastructure, including components such as web, file transfer protocol (FTP), news and mail servers.
- Collaborate with IT team to discuss, analyze, or resolve usability issues.
- Develop briefings, brochures, multimedia presentations, web pages, promotional products, technical illustrations, and computer artwork for use in products, technical manuals, literature, newsletters and slide shows.
- Managing the domain accounts with ISP.
- Tracking and recording the WEB traffic by period which will be useful to analyze the usage.



PERSONAL CHARACTERISTICS:

- Creative
- Analytical
- Meticulous

PERFORMANCE MEASUREMENTS

- Maintain active updated websites at all times.
- Ensure development of pages is auctioned in line with business requirements
- All Corporate sites are 100% active and issues resolved with service provider within 48hrs.

QUALIFICATIONS\REQUIREMENTS:

- University degree preferred (in media and design).
- A strong online portfolio displaying user-centered design, and ideally some experience with web database solutions.
- Ability to Hand Code with HTML Strong knowledge of Php, Adobe ColdFusion, Asp.net, mysql, Dreamweaver, Photoshop, JavaScript and Action Script Flash. An Art, Design or Media based Honours Degree In depth knowledge of current web-design trends and techniques.
- Must be creative and able to communicate their ideas visually, verbally, and in writing. An eye for details is important.

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Alongside each competency is the Level at which it is expected to be demonstrated.

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Drive for Results - 2
- Problem Solving - 2
- Creativity - 2
- Customer Focus - 2
- Managing Relationships - 2
- Priority Setting & Time Management - 2
- Job knowledge - 2
- Valuing Diversity - 2

Department Head:

Employee: